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[REDACTED]
SPECIAL PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
8 September 1976
1610 - 1650 hours

1. There were no additions to the agenda for 8 September 1976.
2. The Panel completed the competitive evaluation on GS-06's
(See evaluation sheet attached.)

3. ACTION : Promotion Recommendation -
[REDACTED] Secretary Steno, [REDACTED] /ORD
GS-06 to GS-07

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MAJORITY: Concurred in the recommendation. The Training Officer was asked to talk with [REDACTED] about resuming her shorthand training in order that she might pass the Agency shorthand test.

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4. ACTION : Quality Step Increase Recommendation
[REDACTED] Secretary Steno, [REDACTED] /ORD
GS-06, step 2 to GS-06, step 3

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MAJORITY: Concurred not to recommend approval. The Panel members felt that her performance did not exceed what she was being compensated for at this time.

5. [REDACTED] asked [REDACTED] and [REDACTED] to consult with [REDACTED] on how he would like to handle the secretarial vacancy in [REDACTED] /ORD when [REDACTED] goes on maternity leave in November.

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6. ACTION : LWOP request for [REDACTED] Clerk Typist, GS-04, [REDACTED] /ORD due to problems at home.

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MAJORITY: Concurred in granting four months of LWOP. [REDACTED] requested that [REDACTED] inform [REDACTED] about this action. [REDACTED] DECIDED NOT TO GO ON LWOP AND SO NOTIFIED SUPPORT BRANCH ON 9 SEPTEMBER 1976.)

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7. The Panel discussed the secretarial vacancies in [REDACTED] /ORD, [REDACTED] /ORD and [REDACTED] /ORD. [REDACTED] reported there was a possibility of getting one secretary from the Clerical Training Branch later on in September or October.

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